

DD/M&S Registry  
File Accounting 3-3

DD/M&S 74-2842

MEMORANDUM FOR: Director of Logistics  
SUBJECT : Audit of Logistics Services Division

Mike:

1. As you are aware, I am not hesitant about making my feelings known when it comes to my attention that a performance, whether by an individual or a component, is considered marginal or substandard. On the other side of the ledger, it is equally important to give appropriate credit and recognition to those same elements when a job is performed in a highly satisfactory manner.

2. I have some reasonable feel as to the strong team effort required by a number of individuals to bring about the brief two-page audit report of 25 July 1974. It certainly reflects well on [redacted] and those members of Logistics Services Division charged with keeping the books in order. My thanks to all concerned for a job well done.

STA

John F. Blake  
Associate Deputy Director  
for  
Management and Services

AT

EO-DD/M&S: [redacted] kmg (30 Jul 74)

Distribution:

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- ~~1~~ - DD/M&S Subject w/cy of ref (DD/M&S 74-2803)  
1 - DD/M&S Chrono  
1 - JFB Chrono

DD/M&S 74-2803: Memo dtd 245 Jul 74 to D/Log fr C/AS/OIG,  
subj: Report of Audit of Logistics Services Division,  
1 Apr 1975 Approved for Release 2003/02/27 : CIA-RDP84-00780R005600180004-0

Approved For Release 2003/02/27 : CIA-RDP84-00780R005600180004-0

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25 JUL 1974

MEMORANDUM FOR: Director of Logistics

SUBJECT : Report of Audit of Logistics Services  
Division, 1 April 1973 - 30 April 1974

1. Subject report is attached for your review. No administrative action is required by this report.

2. We wish to thank Logistics Services Division personnel for the assistance and cooperation extended members of our staff during the audit.



25X1

Chief, Audit Staff  
Office of Inspector General

Attachment

Distribution:

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1 - D/Fin  
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REPORT OF AUDIT  
Logistics Services Division

For the Period  
1 April 1973 - 30 April 1974

GENERAL

25X1 1. Logistics Services Division, Office of Logistics (LSD) has [redacted] employees and is responsible for providing logistical support to Agency components in the metropolitan Washington area. This support includes building supply and office services, transportation of personnel, vehicle maintenance, building alteration and maintenance, space planning and utilization, and mail and courier services. LSD also is responsible for the operation of the Executive Dining Room which is covered under a separate audit. During the audit period, LSD incurred expenditures totaling [redacted]

25X1

SCOPE OF AUDIT

2. The audit was limited to a review of financial and logistical operations to determine the adequacy of internal controls and procedures and for compliance with applicable regulations and directives.

AUDIT COMMENTS

3. Financial and logistical controls and procedures were effective and in accordance with Agency regulations and directives. Regarding the two recommendations made in our previous report, we were advised that the LSD central stamp fund would be discontinued and that most credit cards for commercial gasoline purchases and services would be recalled when the motor pool moves to the Headquarters area. Minor matters were discussed with officials concerned and satisfactorily resolved during the audit. There are no recommendations resulting from this audit.

SECRET

## TRANSMITTAL SLIP

DATE

30 July 1974

## TO:

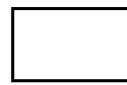
Mr. Blake

ROOM NO.

BUILDING

## REMARKS:

Attached per your  
request. Recommend your  
signature.



LJD

## FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241

1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)